

## OGDEN DUNES WATERWORKS - BOARD OF DIRECTORS

EMERGENCY MEETING - June 3, 2013

### Directors Attending

(LB) Luke Brennan - President

(TE) Terry Easton - Vice President

(GC) Greg Casimer - Secretary

### Waterworks Staff Attending

(CL) Chuck Litzkow

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The meeting was called to order by LB at 6:00pm and held open pending the arrival of all Board members. The business of the Board began at 7:00pm.

- 1) **Jim Kopp** - To all present, LB announced the sad news of the death of Waterworks Manager Jim Kopp. The Board's gratitude for Jim's many years of service to the Waterworks, to the Fire Department and to the Town was briefly summarized followed by a minute of silence.
- 2) Current Status of Waterworks
  - a) Indiana Dept. of Environmental Management (IDEM) has been informed of our current status. They have expressed a willingness to help. CL is working with them on issues such as sampling and reporting. LB noted that IDEM has also offered to assist with the pending rate increase petition. Indiana Rural Water Alliance and Indiana AWWA may also be in position to help (GC to inquire and report back).
  - b) GC noted that efforts need to be made to update Waterworks contact information in order to avoid missing customer calls, service calls or emergency notices.
  - c) TE raised the issue of finding temporary help for CL. The Board was informed that John Reynolds, an employee of Indiana American Water Co., has provided temporary assistance in the past and should be available to help as needed. CL noted that Mr. Reynolds also holds all necessary operating licenses to run the Waterworks even in CL's absence.
- 3) **MOTION** - (Made by GC) There being a need for an "Acting" Waterworks Manager until such time as the Board can formally post an employment notice and interview qualified applicants, it is moved that Chuck Litzkow be appointed Acting Waterworks Manager effective immediately, at a compensation level to be determined by the Board in a subsequent executive session. **SECOND** - TE. Upon proper motion and second, votes of the Board are as follows: AYE (LB, TE, GC); NAY (none). Motion is passed.
- 4) Sanitation Account

- a) the Waterworks has made a short term loan to the Sanitation account (in anticipation of collection of quarterly revenue) in order to avoid an overdraft in the Sanitation account.
- b) Going forward, the Board wants to see all duties other than billing and collection passed back to the Town so that Waterworks staff can focus on water tasks. (LB to make initial contact with Town Council to discuss the details.)

5) Overdue Accounts

- a) Waterworks currently has approximately 25 overdue accounts. CL sought guidance from the Board for the handling of these accounts since prior notices were handled by Jim. Due to a password issue, not all notice records are currently available. The Board was also informed that at least one customer has informally notified the Waterworks of an intention to appeal the customer's current water bill.
- b) The Board noted that special circumstances exist and agreed to delay the normal operation of the Waterworks' "Delinquent Payment Procedure" until CL can investigate and report back to the board about the notices that have been sent and any responses received. ACTION - CL to determine status and timing of disconnect notices and report to the Board at its normal June meeting.

6) Ordinary Business of the Waterworks

- a) Through comments by TE, the Board expressed its desire that all other regular business of the Waterworks continue in the usual manner including normal processing of payments and collections. The Board further acknowledged the current training and transfer of some Waterworks duties among the Town's administrative staff and encouraged the Acting Director to supervise and facilitate the transfer of those duties.

7) Temporary Summer Employment

- a) The board discussed with the Acting Director whether there would be any part-time positions open in the Waterworks department this summer. Following discussion of the other responsibilities of the Acting Director and the current priorities of the Board and the Department, the Board noted that temporary summer employment opportunities within the Waterworks were unlikely for the current year.

8) Job Listing for Ogden Dunes Waterworks Manager

- a) The Board discussed a process for seeking qualified candidates to serve as Waterworks Manager.
- b) LB will consult with Portage HR for advice; GC will check with Indiana AWWA and Indiana Rural Water Alliance.
- c) TE noted that the Waterworks Manager's job description was recently revised and can be used in any job notice.
- d) The Board will revisit this process at the normal June meeting.

9) Meeting adjourned by unanimous consent at 8:15pm.